

**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014**

IMA-EURO Memorandum
No. 30-1

20 August 2005

Requests for Overseas Tour Extensions Standing Operating Procedure

Note: This SOP applies to appropriated fund positions only.

1. **Approving Officials:** The Region Director (RD) has the authority to approve tour extensions beyond five years for employees assigned to the region, including employees in Garrisons and other region activities. Garrison Commanders are delegated the authority to approve tour extensions beyond the initial tour, not to exceed the 5 year limitation on overseas tours established by DoD. This authority may not be re-delegated. Extensions beyond the initial tour for IMA-EURO employees can only be approved by the RD. **However, any manager in the chain of command can disapprove an extension.**
2. **RD will:**
 - (a) Review the selections of all candidates selected from another geographic area, including EURO, KORO and PARO, whose overseas tour would result in serving more than 5 years in one or more overseas area. The RD must provide an approval/disapproval decision prior to official offer of employment.
 - (b) For IMA-EURO employees who participate in the Civilian Executive Development Assignment Program (CEDAP), the RD will consult with the Director or the Deputy Director IMA to determine if the IMA executive leadership wants to consider the employee for a rotational assignment under CEDAP.
3. **Garrison Commanders (COL) will:**
 - (a) Make recommendations to extend employees beyond 5 years to the RD.
 - (b) Review CPM recommendations, if provided, and sign the IMA-EURO Template (Enclosure 1) recommending approval/disapproval. **All tour extension requests, forwarded for approval, will be signed by the Garrison Commander.**
 - (c) Ensure justifications for all tour extensions are in compliance with current DoD regulations and IMA Policy Memorandum #30, Extension for Overseas Tours beyond Five Years, 30 July 2004.

(d) Deputy Garrison Commanders (DGCs) who are on orders, as acting Garrison Commanders are permitted to sign incoming extension requests.

4. **IMA-EURO Division Chiefs** will review CPM recommendations, if provided, and make recommendations to extend employees beyond the initial tour to the RD.

5. **Managers/Supervisors** will:

(a) Prepare extension proposal documentation packages. Packages will contain:

- AE Form 690-300.301B, Overseas Tour Extension, Request for Decision
- DA Form 5369R, Rotation Agreement – Employees Recruited from the U.S.
- Overseas Tour Extension – Request for Decision (IMA-EURO Template)

(Enclosure 1)

- Justification on a separate sheet

(b) Make recommendations for approval/disapproval of tour extension. If disapproving the tour extension, no further action is required. Discuss with employee and forward the signed paperwork to the CPAC.

(c) If recommending approval, managers/supervisors will, if appropriate (see http://cpol.army.mil/library/train/acteds/cp_chart2.html for CP mandatory occupational series and grades); forward the request to the Career Program Manager (CPM) (Enclosure 2) before the extension is forwarded to the Garrison Commander. CPM will initial Part B on the IMA-EURO Template and sign on Part C of AE Form 690-300-301.B.

(d) When forwarding an extension, recommending approval, employees **will not sign** in Part F of AE Form 690-300.301B, until after the RD has signed the form.

6. **Career Program Managers (CPMs)** will:

(a) Evaluate the effect that continued service in the same location or organization would have on the employee's professional development, competitiveness with peers, and potential for promotion.

(b) Address the availability of surplus employees with substantial time remaining on their tours in their recommendation to the approving authority.

(c) Provide justification to the approving official when non-concurring with the recommendation to extend.

7. **Process:**

(a) **Garrison Tour Extensions** - Requests for tour extensions will be routed through the chain of command for decision, including the designated career program manager and for CF 29 employees the IMA-EURO Chief of Staff as Career Field

employees the IMA-EURO Chief of Staff as Career Field Manager. Submit requests for tour extension beyond 5 years electronically to extensions@ima-e.army.mil **no later than 60 days from receipt from the CPAC**. This will ensure maximum recruitment flexibility.

(b) **IMA-EURO Region Staff Offices Tour Extensions**

- Requests for tour extensions will be routed by the Division Chief, through the designated career program manager (for CF 29 employees through the IMA-EURO Chief of Staff). Tour extensions should be submitted to IMEU-HRD-C, extensions@ima-e.army.mil **no later than 60 days from receipt from the CPAC**.
- IMA-EURO Civilian Personnel will forward **all** Region Staff Office extensions (after CPM review if applicable) to the IMA-EURO Chief of Staff for review.

(c) **IMA-EURO HRD** will forward the Regional Director's decision on tour extensions to the Garrison designated POC.

(d) **Designated POC or supervisor** will forward the decision package to the CPAC after the employee has signed the tour extension form.

(e) **Managers** will ensure an employee who is not extended takes the appropriate action to register in PPP within 7 workdays, but no earlier than 6 months before the end of the current tour, after notification of tour extension disapproval.

8. **Employees will:**

(a) Accept or decline management's proposals for tour extensions and provide timely feedback on their intentions to exercise their options for return placement or separation from Federal Service. Employees may request short-term extensions for humanitarian reasons. **Long-term extensions** (more than 6 months) **may only be initiated by management**.

(b) Schedule an appointment with the CPAC to register in PPP, if eligible and required, **within 7 workdays, but no earlier than 6 months before the end of the current tour**, after notification of non-extension.

(c) Be subject to removal from Federal Service if they fail to register or refuse to accept a valid PPP job offer.

9. **POC** for this action is Astrid Siegl, IMEU-HRD-C, DSN (314) 370-3413, commercial 011-49-6221-57-3413 or email astrid.siegl@ima-e.army.mil.



Russell B. Hall
Director